

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF TRANSPORTATION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Driver Education Program Certificate of Completion; Policy Memo 99-002
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
March 1, 1999
3. **Summary of the contents of the substantive policy statement:**
Advises that form 96-0145 (R08/98) has replaced form 96-0145 (R08/97), and describes the circumstances under which the revised certificate must be presented to the Motor Vehicle Division.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**
This policy is a revision.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Ann Cochran
Policy and Rules Unit

Address: Motor Vehicle Division
1801 West Jefferson
Phoenix, Arizona

Telephone: (602) 712-7877

Name: Robert Moore
Policy and Rules Unit

Address: Motor Vehicle Division
1801 West Jefferson
Phoenix, Arizona

Telephone: (602) 712-8826
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of the policy may be obtained in person from the individuals set forth in question 5 above at the cost of 25¢ per page.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

ARIZONA DEPARTMENT OF TRANSPORTATION

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Original Driver License By Mail; Policy Memo 99-004
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
Issued February 4, 1999
3. **Summary of the contents of the substantive policy statement:**
Outlines the purpose and procedure for issuance of an original driver license by mail, which utilizes the Driver Education Program and its new Certificate of Completion.
4. **A statement as to whether the substantive policy statement is a new statement or a revision:**

Arizona Administrative Register
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This is a new policy.

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